

COLLEGE STATION PUBLIC LIBRARY STATUS REPORT

March 13, 2003



Executive Summary

From the opening of the historic Carnegie Library in 1903, to the construction of the Bryan Library in 1969 and its remodeling in 1995, the beginning of the College Station Library in 1987 and its new building in 1998, the local library system has come full circle with the restoration of the Carnegie Library in 1999.

As library facilities have grown, so has library usage. From the humble beginnings of the College Station Library opening in a shopping center in 1987, circulation has grown to 338,271 volumes annually.

Just as library services have grown in College Station, so have the Library's administration roles. The Bryan Library began bookmobile services to College Station in the early 1970's. College Station began making a financial contribution to the Bryan Library in 1979. An interlocal agreement between College Station and Bryan was created in 1986 that provided for the administration of the new College Station Library. The interlocal agreement was revised in 1997 with the opening of the new library facility in 1998.

At the City Council meeting of November 7, 2002, the City Council directed staff to provide a status report on the College Station Public Library. Topics discussed in this report include:

- how the Community Library System evolved
- collection holdings
- Library programs
- Library usage statistics
- how the Library is governed
- budget information

Possible topics for Council discussion include improvements in proposed budget review, Sunday hours, additional space and staff, improvements in goals formulation, addition of a computer lab and changes in programs offered by the library. Council members may have additional topics they wish to discuss.

The possible operational configurations of the Library System are listed as the status quo, the same configuration with improved review and goal formulation, moving responsibility for the Community Library System administration to the City of College Station or separating into two library systems.

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**College Station Public Library Status Report
March 13, 2003**

I. How the Community Library System Evolved (History)

- Carnegie Library opens – 1903
- Bryan Library opens – 1969
- Bryan Library bookmobile begins servicing College Station – early 1970's
- College Station began contributing to Bryan Library – 1979
- Bryan Library begins Library automation - 1981
- College Station citizen committee studies library services - 1984
- Interlocal agreement between College Station and Bryan – July 1, 1986
- Rented Library facility in College Station opens – February, 1987
- College Station Citizen committee recommends constructing College Station Library facility - 1989
- College Station bond election to construct new facility fails by 7 votes – 1991
- College Station bond issue to construct Library facility passes - 1995
- Bryan Library remodeled – 1995
- Library task force raises over \$300,000 – 1997-98
- Interlocal agreement revised – October 1, 1997
- Bryan's Head Librarian became Community Librarian - October 1997
- B+CS Library Advisory Board replaces the Bryan Library Advisory Committee who provided advise to the Bryan City Council - 1998
- Library facility on Harvey Mitchell Pkwy. Opens – March 12, 1998
- Carnegie Library restored – 1999

II. Collection Holdings

	College Station	Bryan
Adult Art	0	97
Adult Books	35,006	82,727
Adult Media	719	867
Adult Periodicals	2,407	3,406
Internet PCs	14	19
Juvenile Books	20,256	44,074
Juvenile Media	217	825
Juvenile Periodicals	272	543
Microforms	391	588
New Periodicals	146	183
Reference Works	2,891	5,080
Vertical files	15	29
Videos	869	1,666
Reference Periodicals	250	357
Juvenile A/V Equipment	1	1
<u>35mm Film Projector</u>	<u>0</u>	<u>1</u>
TOTAL	63,454	140,463

College Station collection total includes 784 large print format books and 430 books written in Spanish.

Bryan collection total includes 2,769 large print format books and 1,186 books written in Spanish.

III. Library Programs

All Library programs are free and open to the public. An overview of the programs are as follows:

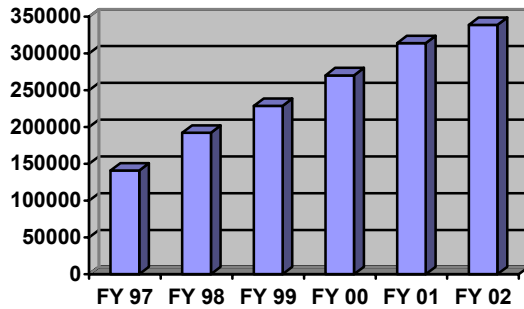
- Toddler Story Time – Designed for children 18 months to 3 years old and accompanied by an adult. This 20- to 30-minute program may include stories, finger plays, action rhymes, songs, and puppets. Two story time sessions are scheduled weekly – once in College Station and once in Bryan. Story time programs are scheduled year round, except for May and December (10 months). However, due to staffing vacancies, story time programs occurred only seven months in FY 02.
- Preschool Story Time – Designed for children 3 to 5 years old, this 30- to 45-minute program may include stories, action rhymes, songs, puppets, films, and art activities. Two story time sessions are scheduled weekly – once in College Station and once in Bryan. Story time programs are scheduled year round, except for May and December (10 months). However, due to staffing vacancies, story time programs occurred only seven months in FY 02.
- Summer Reading Program – This self-paced reading program is designed to encourage children to read for fun over the summer and retain valuable reading skills during their vacations. This program is held annually for ten to twelve weeks during the local school's summer break. Special events such as storytelling and puppet shows are held in conjunction with this program.
- Winter Reading Club – Similar to the Summer Reading Program, teenagers are encouraged to read and participate in various planned library activities during their winter break from school. This program has initially been held during the local school's winter break, but may expand to include the spring break week due to its success.
- Library Computers – Fourteen PC's allow patrons to access the Internet, word process, and create spread sheets for homework, work, or pleasure.
- Twin City Interlibrary Loan Program (TCILL) – A local version of the State Interlibrary Loan Program allows patrons to access collections within the B+CS Library System.
- Interlibrary Loan Program – An interlibrary loan program through the Texas State Library allows patrons to access collections throughout the state.
- Teens and the Library – The meeting room has become an after-school haven for A&M Consolidated High School students to visit with friends, and work on projects together.
- Homeschoolers and the Library – For many local homeschoolers a trip to the Library is a weekly event to find materials to supplement their curriculum as well as pleasure reading.



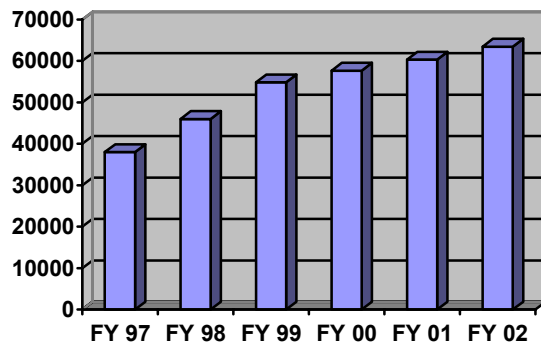
- Meeting Room – The meeting room is used by non-profit organizations and as a polling site for local and national elections.
- Income Tax Assistance – The library system coordinates with the IRS to provide tax forms and volunteers who help complete tax returns.
- Library Displays – The Library has two display cases available for non-profit organizations wishing to display information about their groups.

IV. Library Usage

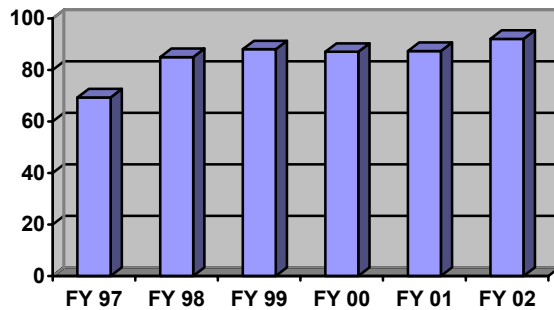
College Station Public Library Statistics



Circulation



Collection Size



Citizen Satisfaction Rating
on Annual Survey



Comparison to Other Libraries

A survey was conducted of twelve Texas libraries from cities of similar size to College Station. Six responses were received. The following is a listing of the libraries who responded and corresponding city's population:

<u>City</u>	<u>Population</u>
Baytown	66,430
Flower Mound	53,000
Lewisville	80,750
Longview	73,344
Tyler	83,908
<u>Victoria</u>	<u>60,603</u>
Average population	69,672

The following is a summary of the results and a comparison to the College Station Library, the Bryan Library and the combined average of the two:

Average square footage of library facilities for those surveyed: 37,100
 Square footage of College Station Library: 16,000
 Square footage of Bryan Library: 25,500
 College Station - Bryan Library System combined: 41,500

Average hours per week open to public for those surveyed: 60
 Hours per week College Station Library is open to public: 60
 Hours per week Bryan Library is open to public: 65

Open on Sundays: 4 – yes; 2 – no
 College Station Library open on Sundays: no
 Bryan Library open on Sundays: yes

Of the four libraries open on Sunday – 2 have less Sunday staffing, 2 did not respond
 Bryan has less staff on Sunday

Average annual circulation for those surveyed: 369,399
 College Station annual circulation: 338,271
 Bryan annual circulation: 331,069
 College Station - Bryan Library System combined: 669,340

Average annual number of visitors for those surveyed: 219,238
 College Station annual number of visitors: 109,608
 Bryan annual number of visitors: 188,586
 College Station - Bryan Library System combined: 298,194

Average annual number of reference transactions for those surveyed: 37,364
 College Station annual number of reference transactions: 10,041
 Bryan annual number of reference transactions: 22,180
 College Station - Bryan Library System average: 32,221

Provide public Internet access: 5 yes; 1 did not respond
College Station provide public Internet access: yes
Bryan provide public Internet access: yes

Average collection size for those surveyed: 159,057
College Station collection size: 63,454
Bryan collection size: 140,463 (does not include Carnegie collection)
College Station - Bryan Library System combined: 203,917

Average library budget for those surveyed: \$1,433,439
College Station Library's budget: \$754,955
Bryan Library's budget: \$1,193,893 (includes Carnegie funding)
College Station - Bryan Library System combined: \$1,948,848

Average staffing level for those surveyed: 27.8 Full Time Equivalents (FTE)
College Station staffing level: 17.75 FTE
Bryan staffing level: 23 FTE (does not include Carnegie staff)
College Station - Bryan Library System combined: 40.75 FTE

V. How the Library is Governed

The College Station Library is governed by the Bryan City Manager and operated through an interlocal agreement with the City of Bryan. The succession of authority is as follows:

- City Councils
- City Managers
- Interlocal Agreement
- Staffs
 - ▶ Community Librarian
 - ▶ Branch Librarian
 - ▶ College Station Office of Technology and Information Services
- B+CS Library Advisory Board

VI. Roles, Duties, and Responsibilities

Advisory Board

The Bryan + College Station Library Advisory Board was established January 1, 1998. The Advisory Board is comprised of eight members serving two year terms with each respective City Council appointing four members. Duties of the Advisory Board are:

- encourage the development of the B+CS Libraries
- recommend to the City Councils policies and programs for the advancement of the B+CS Libraries
- cooperate with all other public and private groups in advancing the best interest of the B+CS Libraries
- render to the City Councils all recommendations it considers advisable regarding the B+CS Library System

The Community Librarian attends Library Advisory Board meetings to provide information and answer questions that may arise. However, the Community Librarian does not report to or receive direction from the Library Advisory Board.

Community Librarian

The Community Librarian is responsible for the organization, planning, direction, and administration of the Library services and activities to provide quality library service. The Community Librarian duties and responsibilities include:

- meeting with the Library Advisory Board at regularly meetings (generally, every other month)
- keeping the Library Advisory Board informed of the activities, acquisitions, and new personnel of the Libraries
- informing the Library Advisory Board regarding budget and financial implications
- directing the care and maintenance of the Library buildings and equipment
- supervising the selection, training, and performance of the library staff
- preparing the annual budget proposal
- overseeing the expenditures of the budget
- assuming the responsibility for the monthly and annual reports of library services and activities
- attending meetings, workshops, seminars and conferences of organizations appropriate to the library and management fields
- supervising and processing all of the library materials and equipment
- keeping informed of library trends

Daily operations of the Bryan Library are overseen by the Community Librarian while a Branch Librarian is responsible for the daily operations of the College Station Library.

VII. Key Points to the Intergovernmental Library Contract Between Bryan and College Station

- College Station pays to Bryan a sum to be determined by the annual College Station budget for the creation and operation of the College Station Library by Bryan.
- It is understood by both cities that the approval of the budget is a legislative function.
- Bryan submits an annual budget by April 30th of each year to College Station. (See Budget Issues on page 15.)
- College Station is responsible for the operation and equipment costs associated with the Twin City Inter Library Loan Program.
- Bryan is responsible for the operation and equipment costs associated with the initial book processing.
- B+CS Library System main frame computer replacement and software maintenance costs are paid equally by each City. Computer replacement will occur only after mutual agreement from both Cities.
- College Station maintains the College Station Library facility and grounds including costs associated with liability and property damage insurance.
- Funds appropriated for the College Station Library are applied solely to the College Station Library unless approved by the College Station City Manager or his representative.
- The agreement renews annually on the first day of October.
- Either party may terminate the agreement with not less than six months notice prior to the annual expiration date.
- Bryan will exercise the same degree of care in keeping, preservation, and maintenance of books and other items of personal property as it exercises in the keeping, preservation, and maintenance of its own public library property.
- The final authority for the selection of the Library materials rests with the Community Librarian.
- All College Station Library employees are considered employees of the City of Bryan. Such employees work under the supervision and direction of the Community Librarian of the City of Bryan.
- College Station City Manager or his representative conducts an annual review of the College Station Library with the Community Librarian. The annual review includes, but is not limited to:
 - ▶ Library performance measures
 - ▶ Library goals
 - ▶ Library operation changes
 - ▶ Renewal of this agreement
- The Community Librarian provides updated performance measures in a quarterly report.
- The College Station Library maintains opening hours as agreed upon by the Cities and subject to appropriations made by the College Station City Council.
- Bryan sends College Station a monthly budget report.

- Bryan furnishes College Station an accounting of expenditures made and revenues generated promptly after the close of the Bryan fiscal year.
- No budgetary transfer of funds involving capital accounts is made without the approval of the College Station City Manager or his representative.
- College Station maintains insurance on the premises, including the structures, as well as insurance for personal injury or property damage as it requires for other municipal property. Bryan provides insurance benefits to the employees retained under the terms of this agreement. College Station holds harmless Bryan from any liability as a result of any damage or injury caused by reason of some defect of the premises. Bryan indemnifies and holds College Station harmless from any liability incurred from the hiring, employment, or termination of any employee under this agreement.

VIII. Budgets

Budget Issues

- Bryan proposes Library operation budget by end of April of each year.
- Budget “true-up” is made in September of unused funds from the budget two years prior.
- College Station began budgeting operating costs based on historical trends in FY 01.
- Budget includes \$40,000 for College Station books.
- Budget includes \$40,000 paid by the City of College Station for Bryan books in compensation of Library System administration.
- Budget includes a payment of approximately \$9,000 for indirect accounting costs based on an indirect cost computation table included in the interlocal agreement.
- Revenues generated from library fees are allocated to each Library based on the total number of books of the respective Library.
- Budget includes such items as utilities, maintenance, and insurance.
- Employees are City of Bryan employees. Employee pay is determined by Bryan City Council policies.
- Main frame computer maintenance and replacement is paid equally between two Libraries.
- College Station is responsible for expenses related to the Twin City Inter Library Loan Program.
- Bryan is responsible for expenses related to the initial processing of College Station books.
- Bryan is responsible for expenses related to story time.

Budget Statistics

FY	BUDGET	% CHANGE	ACTUAL EXPENSED	% CHANGE
1994	\$333,706		\$322,253	
1995	\$367,330	10.1%	\$367,393	14.0%
1996	\$374,064	1.8%	\$366,889	-0.1%
1997	\$405,901	8.5%	\$407,545	11.1%
1998	\$604,049	*48.8%	\$586,438	43.9%
1999	\$649,391	7.5%	\$611,709	4.3%
2000	\$698,802	7.6%	\$600,778	-1.8%
2001	\$735,359	5.2%	\$621,768	3.5%
2002	\$784,394	6.7%	\$734,083	18.1%
2003	\$754,955	** -3.8%	N/A	N/A

* FY98 budget increase due to opening of the College Station Library building

** FY 03 budget decrease from FY 02 is due in part to a one time purchase in FY 02 of a self check out unit.

IX. Operating Hours

	College Station	Bryan
Monday	9 am – 9 pm	9 am – 9 pm
Tuesday	9 am – 7 pm	9 am – 9 pm
Wednesday	9 am – 9 pm	9 am – 6 pm
Thursday	9 am – 7 pm	9 am – 9 pm
Friday	9 am – 5 pm	9 am – 5 pm
Saturday	9 am – 5 pm	9 am – 5 pm
Sunday	Closed	1:30 pm – 5:30 pm

X. Ongoing Issues and Opportunities

College Station Library Issues

- improved proposed budget review and discussion
- more systematic annual performance review
- improved goals formulation process more directly tied to Council's Strategic Plan
- Sunday hours
- additional staff
- additional space
- a computer lab
- larger book processing area
- programming changes



Bryan Library Issues

- mold remediation
- budget constraints
- additional space

XI. Possible Library System Operational Configurations

Below is a list of staff identified options for consideration. However, staff recommends Council determine the goals for the library and consider all possible configurations in reaching those goals.

- a) Continue operations and programs of the Community Library System as it is currently operated
- b) Continue operations and programs of the Community Library System with changes which:
 - improve review and discussion of proposed budget
 - make goal formulation performance review more systematic and tied to Council's Strategic Plan
- c) Move the Community Library System administration responsibility to College Station
- d) Separate the Libraries
 - with ILA covering shared programs and collections
 - with no shared resources including staff
 - if Library expansion is approved, is that the time to separate

A key policy question that will assist in this discussion is "Under which framework will the College Station Library be evaluated?" For example, as a part of a joint system with Bryan or as a stand alone facility?